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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2016-003

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP (RND)  
Human Resources Director

**SUBJECT:** Sexual Harassment Training & Policy

**DATE:** January 5, 2016

### Training Requirement:

Effective January 1, 2013, Senate Concurrent Resolution No. 107 of the 2012 Regular Legislative Session requires that each public servant receive a minimum of one (1) hour of education and training on sexual harassment on an annual basis throughout the duration of his/her employment. The resolution does not distinguish based on the type of appointment; therefore, this requirement extends to all Departmental employees including students, WAE/wage, and unclassified personnel.

**Therefore, all current OLG/DCRT employees must complete the online course, Preventing Sexual Harassment, by March 31, 2016.** Supervisors are expected to ensure that any new employees hired after the issuance of this memo similarly complete the course within the first 90 days of their employment with OLG/DCRT.

The required training is available online through the Louisiana Employees Online (LEO) system. Once logged into LEO, employees may register by completing the following:

- Select the *My Training* tab;
- Click on the *Preventing Sexual Harassment* link underneath the "Frequently Booked Courses" heading on the left-hand side of the screen;
- You will be taken to a screen detailing the course information for "CPTP\_Sexual\_Harassment\_2016\_WBT"
- Click on the *Book this Course* button;
- When prompted, "Do you want to book this course?" select *Yes*.
  - ❖ Click on the *Start Course Now* button. After completing the course you will be taken to a screen with a certificate acknowledging you have completed the training. Select the "Print Certificate" option and retain for your records.

The LEO system has now been programmed such that employees will **automatically** receive credit for the completed web course; however, in order for this to work, after closing the course itself, please be sure not to exit the main LEO Course page until the window refreshes and the following message appears, “\*\*\*\*CONGRATULATIONS, CREDIT RECEIVED. Run Training Transcript if you wish to verify\*\*\*\*.”

\*Please note it may take up to 24 hours to receive credit on your Training Transcript in some locations. If you do not receive credit after 24 hours and have accurately followed the course exit instructions, then please contact Human Resources for assistance.\*

The Human Resources Division will periodically generate training reports in order to monitor progress and will send reminders, as needed, to Appointing Authorities to ensure their assigned staff members complete the training in accordance with the established deadline above.

Should you have any questions or need assistance registering/receiving credit for the Preventing Sexual Harassment course, please contact Jennifer Dyer at (225) 342-0880 or [jdyer@crt.la.gov](mailto:jdyer@crt.la.gov).

### **Agency Policy:**

Because the course was designed by Civil Service for use by all State agencies, repeated reference is made to the fact that employees/supervisors need to know their own agency’s policy relative to whom sexual harassment should be reported and how the investigatory process will be handled. For this reason, PPM #4, Sexual Harassment Policy, is being attached for your convenience.

As noted in the policy, any employee experiencing or witnessing sexual harassment or sexually inappropriate behavior must immediately report it. The complaint should generally be made to the employee’s supervisor, but if for any reason he/she is uncomfortable in doing so, the complaint may be directed to the Human Resources Director, Ms. Rikki Nicole David, at (225) 342-0880 or [rdavid@crt.la.gov](mailto:rdavid@crt.la.gov).

In regard to the investigatory process, all reports of sexual harassment must be immediately reported/forwarded to the Human Resources Director who will generally direct the investigatory process. Once forwarded, the role of the supervisor and/or site manager in the investigatory process is to:

- Facilitate interviews of appropriate staff members at designated dates/times, as determined and conducted by the Human Resources Director; and
- Ensure that no employee (whether complainant or witnesses) experiences retaliation, reprisal or harassment for their involvement in the investigation.

OLG/DCRT remains committed to providing its employees a work environment free from sexual harassment.

Supervisors: Please make this memo available to your employees who may not have email access.

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